4th April 2025

Dear Parents,

**Election of Parent Governors**.

We have an exciting opportunity for parents to join our team of Governors at Loxwood Primary School.

As you may be aware, our governing body includes a provision for the appointment of at least four Parent Governors. These individuals play a vital role in representing the interests and perspectives of parents within our school community. Parent Governors are elected by you, the parents of pupils registered at the school at the time.

There are currently 2 vacancies for Parent Governors on our full governing body.

Becoming a Governor is an incredible opportunity to make a meaningful impact on the lives of our students and the wider school community. As a Governor, you have the chance to play a key role in shaping the school’s direction, supporting its leadership team, and ensuring that every child receives the best possible education. You’ll be able to work alongside passionate educators, collaborate with fellow Governors, and contribute to making strategic decisions that help the school thrive. Not only is it a rewarding experience to see the positive changes you help bring about, but it’s also a chance to develop your own skills in leadership, governance, and community engagement. By becoming a Governor, you become a vital part of creating an environment where children can grow, learn, and succeed.

Our current Governing body consists of co-opted governors who are individuals from our local communities and school catchment areas who share a passion for children’s education. Amongst them are teaching professionals, business leaders, entrepreneurs and local ambassadors. We also have a co-opted Governor who is a liaison with the local authority.

Our parent Governors have all been in place for 3 years and are very much looking forward to having some new parents to join them in representing our parent voice. Our parent governors advocate for the experiences of children presently at Loxwood school and we are very grateful to them for their additional support.

Governors are required to attend 6 meetings each school year (bi-monthly) and will also support the school in undertaking Governor support visits in a particular subject area of the curriculum that either is aligned to their skills or an area of interest and passion. These visits are wonderful opportunities to see a working day in the school and to understand the future plans for the school in that area. All of our Governors really enjoy and feel these visits are very rewarding.

If you wish to stand for election as a Parent Governor of the school, please complete the attached nomination form and return it in a sealed envelope to the Headteacher, **no later than 3.15pm on Friday 25th April 2025**.

Your nomination needs to be supported by the signatures and addresses of two other parents of children also attending the school. You may also include a brief election statement in the appropriate space on the nomination form.

If more nominations are received than required, we will send all parents voting papers by **Friday 2nd May 2025**, which will include the candidates’ election statements. Completed voting papers must be returned to the Headteacher in a sealed envelope marked ‘Ballot Paper’ no later than **9:00am on Friday 9th May 2025.**

We will arrange for votes to be counted in the week commencing **Monday 12th May 2025** at a time mutually agreed with all candidates, and each candidate or their authorised representative may attend the count. We will arrange for all parents to be notified of the result.

Should you be interested in applying for the role or have any questions about the procedure you are welcome to contact Laura Walker by email for more information on lwalker@loxwoodschool.com

We very much look forward to receiving your nomination.

Yours sincerely,



Mrs Sharon Mellors

Headteacher